



JAY DARDENNE
LIEUTENANT GOVERNOR


State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2011-027

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, PHR 
Human Resources Director

SUBJECT: Revised HR Policy #2D-0100 – Substance Abuse and Drug-Free Workplace Policy

DATE: September 7, 2011

HR Policy #2D-0100 – Substance Abuse and Drug-Free Workplace Policy has been revised, effective September 1, 2011. Specifically, Appendix A of the policy, which defines the pool of positions/employees subject to random alcohol and drug testing, was updated as follows:

- Removed job titles/positions that no longer exist;
- Removed job titles/positions that are no longer deemed to be safety- or security-sensitive;
- Limited the random testing of Park Managers 1-5 to only those employees occupying these job titles that are POST-certified; and
- Removed New Orleans City Park (NOCP) jobs, as NOCP has now assumed full responsibility for its own drug-testing program.

The revised policy may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Supervisors, please make the policy available to your employees who may not have email access.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch
Attachment
c: Personnel Liaisons

Please Post and Circulate